

Job Description:

POSITION	Compliance & Operations Manager
REPORTS TO	Bursar
CONTRACT TYPE	Permanent, Full-Time (exact hours negotiable, 52 weeks or Term Time plus agreed number of weeks).

Background:

Beachborough School is seeking an experienced and proactive Compliance and Operations Manager to lead in ensuring that Beachborough operates safely, responsibly, and in line with all relevant legislation and best practice. Reporting directly to the Bursar, this dual-aspect role will oversee the school's compliance across all regulatory areas within the schools' operations in key areas.

The role will also work closely with the Bursar and Deputy Head, Operations to ensure the school's day to day operations run smoothly and will line manage and direct the Housekeeping Team and Caretaker to achieve this.

The Role:

The role would ideally suit a candidate with strong organisational and communication skills, with a background in law, compliance, H&S and /or operational management.

Key Responsibilities and Accountabilities:

Health & Safety Leadership:

- Ensure compliance with H&S legislation and promote a proactive safety culture across the school.
- Ensure systems are in place for effective monitoring, measuring, and reporting of H&S issues to the Bursar, Executive Leadership Team (ELT) and Governors.
- Monitor and keeps records to demonstrate compliance with legislation in all areas including, but not limited to, areas such as electrical, fire, water, COSHH, waste and disability access.
- Manage and maintain accurate maintenance records and annual scheduled of service contracts.
- Manage the school's risk assessment framework – ensuring that risk assessments are in place and regularly reviewed, in line with the appropriate guidelines and / or statutory requirements.
- Review compliance against the ISI framework to ensure that all standards are met.
- Oversee and update relevant school policies in line with statutory and ISI guidance.
- Act as Fire Safety officer and ensure that equipment and systems are functional, fire safety is promoted, and annual fire risk assessments are carried out.
- Act as the School Transport Manager, with responsibility for ensuring the school minibus is maintained in line with regulatory guidance.
- Assist the Bursar in accident reporting, incident investigations, and remedial actions.
- Undertake regular H&S site walks with the Maintenance Manager to identify areas of concern or requiring development,
- Prepare the papers for the termly H&S meetings and lead the Governors through the papers at the meeting.
- Conduct regular site inspections and audits, ensuring school policies are effectively implemented.
- Liaise with external bodies (e.g. HSE, Fire & Rescue Service) on inspections, audits, and emergency planning.
- Stay up to date with regulatory changes and ensure these are reflected in the school policies, procedures and practices

Data Protection & Compliance Oversight:

- Serve as the school's key point of contact for Data Protection compliance.
- Review and monitor data handling procedures across departments.
- Advise senior leaders and staff on data protection queries and best practice.
- Coordinate data Subject Access Requests.

Operations:

- Work with the Deputy Head, Operations to identify event, and co-ordinate the support required for school led events, and assign members of the team to meet these needs.
- Work with Maintenance Manager to understand building and estate plans and assist with elements involving H&S.
- Provide advice and on compliance issues for day-to-day operations.
- Line management of Caretaker and Housekeeping Team, including the planning and assigning of tasks, and monitoring work undertaken.
- Work with the Beachborough Friends to co-ordinate support required for parent led events.

Person Specification:

	Essential	Desirable
Qualification	• Educated to degree level (or significant relevant experiences). • First Aid at Work certificate (or willingness to obtain)	• IOSH Managing Safely (or equivalent). • NEBOSH General Certificate in Occupational Health & Safety. • Degree in a relevant subject. • Other NEBOSH certification • Specialist certificate in data protection
Experience	• Background in law, compliance, H&S OR experience of a similar role in an educational setting. • Experience of managing and advising on regulatory compliance matters • Proven ability to provide practical, outcome-focussed advice and support • Strong IT skills (Microsoft Word, Excel, PowerPoint). • Line management experience	• Experience of working in an educational environment. • Experience of organising and delivering staff training. • Leading a team of operational staff.
Knowledge and Understanding	• Working knowledge of compliance requirements within H&S, education, premises, data protection and related regulations.	• Understanding of current ISI regulatory requirements, Fire Safety legislation, UK GDPR and H&S. • Practical knowledge of data breach incident management processes and best practice. • Understanding the legal and financial aspects of estate management.
Personal competencies / attributes	• Ability to effectively solve problems and make decisions. • Ability to prioritise work and use own initiative to complete tasks on time • Adaptable and determined. • Commitment to high standard of customer service. • Excellent written and verbal communication.	

	• Good attention to detail. • Ability to deliver work of a consistent, high-quality standard, which can be relied upon through a methodical approach to work. • Commitment to safeguarding children and young people. • Willingness to commit to the Schools objectives.	
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SAFEGUARDING

At Beachborough, safeguarding and promoting the welfare of children is **everyone's** responsibility. **Everyone** who comes into contact with children and their families and carers has a role to play in safeguarding children. In order to fulfil this responsibility effectively, all practitioners should make sure their approach is child-centred, this means that they should consider, at all times, what is in the **best interests** of the child.

The post holders **must** adhere to and ensure compliance with the school's Safeguarding and Child Protection Policy at all times. If, in the course of carrying out the duties of the post, the post-holder becomes aware of any actual or potential risks to the safety or welfare of children in the school, he/she must report any concerns to the DSL.

Beachborough is committed to safeguarding, child protection and promoting the welfare of children and expects all staff to share this commitment. Applicants must be willing to undergo all necessary pre-employment checks. Full details are given on the application form and the successful applicant will be subject to an enhanced DBS check.

Equal opportunities

Beachborough School is an equal opportunities employer and welcomes applications from appropriately qualified persons regardless of gender, marital status, sexual orientation, race, ethnic origin, colour, nationality, religion, disability, or age. Candidates will be assessed against relevant criteria only (i.e., skills, qualifications, abilities, experience) in selection and recruitment.

In accordance with the Disability Discrimination Act, Beachborough School seeks to treat those with disabilities as favourably as those without disabilities. It will make reasonable arrangements, wherever practicable, to avoid putting those with disabilities at a disadvantage.

Created: November 2025